

Grantee Contract Development Checklist for:

Project Name: _____ **Tracking Code:** _____

Grantee Project Manager Name: _____ **Review Date:** _____

This checklist was developed to help grantees develop the contract with the Department of Environmental Quality (DEQ). Grantees should start by contacting their **Project Administrator (PA)**—identified in the award letter—to incorporate any comments from the review process. With those comments in mind, the Request for Proposal (RFP) and proposal in hand, follow the guidance below.

1. Update/Develop the project description so that it:

- 1b. ☐ Refers to what will be done as part of the project/contract (not what was proposed in the application).
- 1c. ☐ Incorporates any other comments from the DEQ PA.
- 1d. ☐ Includes at the top (see example below):
 - 1e. ☐ “Appendix A”, followed by:
 - 1f. ☐ The project name agreed to by the DEQ. The (DEQ may change the name of the project, if, for example, previous work has been done in the watershed that may confuse the name from a previous project).
 - 1g. ☐ The project tracking code assigned by the DEQ.
 - 1h. ☐ The words “Project Description.”

Appendix A [X Watershed Implementation/Planning Project] Tracking Code [#2006-XXXX] Project Description

- 1j. ☐ Number the pages of the project description, starting on page 1.

2. Update/develop the work plan so that it:

- 2a. ☐ Includes at the top in a format similar to the project description:
 - 2b. ☐ The project name.
 - 2c. ☐ The project tracking code assigned by the DEQ.
 - 2d. ☐ The words “Work Plan.”
- 2e. ☐ Continue numbering pages from wherever the Project Description left off.

- 2f. ☐ Incorporates the comments from the DEQ.
- 2g. ☐ Is written task-by-task: (i.e. task 1a, 1b...task 2a, 2b, etc.); include percentage of time for each major task (1, 2, 3, etc.).
- 2h. ☐ It is clear whether the task is to be funded with grant funds or matching funds.
- 2i. ☐ Is detailed enough that it is clear what will be completed, by whom, and with enough detail that if the current DEQ **PA** were replaced by another PA, the new PA could take over the project and know the expected outcomes.
- 2j. ☐ Is written so it is clear which staff person, partner, and contractor is doing what.
- 2k. ☐ Includes clearly defined products, written with enough detail that a new PA would know what products are expected.
- 2l. ☐ Includes tasks or sub-tasks related to reviewing draft products. (The DEQ reserves the right to review all draft products before they are finalized/printed). ☐ NA
- 2m. ☐ Includes submitting 1 copy of the final product to the PA and four to the Administration Section (or 5 total), **at least one copy of which must be in electronic format.**

All products that could be used by other grantees must be submitted electronically; wherever possible, this must be submitted in a format that is easily changed by other grantees.

- 2n. ☐ Includes a task to submit engineering plans to DEQ for review and approval. ☐ NA

Grantees—or their contractors—that begin construction without a DEQ-approved site plan risk not being reimbursed for such construction. Do NOT construct Best Management Practices (BMPs) without an approved site plan.

- 2o. ☐ Includes all mandatory tasks in the RFP, such as:
- 2p. ☐ Developing and submitting status reports.
- 2q. ☐ Submitting documentation per the Status Report and Project Documentations Requirements.
- 2r. ☐ Developing and submitting a final report consistent with DEQ guidance. A draft is due 45 days prior to the end date, unless otherwise specified by your PA.
- 2s. ☐ Developing a project fact sheet at the end of the project. A draft is due 30 days prior to the end date, unless specified otherwise by your PA.
- 2t. ☐ Submitting before and after photographs of sites where BMPs will be installed.
☐ NA
- 2u. ☐ Providing the numbers and media (hard copy/e-copy) of products and deliverables specified in the work plan. This includes data collected in both hard copy and electronic format. Also, any maintenance reports under a 20-year maintenance agreement counted as match.

2v. ☐ Submitting a release of claims statement at the end of the project.

2w. ☐ Development and submittal of a QAPP for monitoring, including any social surveys, focus groups, or other social evaluations. ☐ NA

Grantees—or their volunteers or contractors that conduct monitoring without a DEQ-approved Quality Assurance Project Plan (QAPP) may not get reimbursed for that monitoring. Do NOT conduct monitoring without an approved QAPP.

2x. ☐ All major tasks should equal 100%!

3. Update/Develop the Financial Form (budget) so that:

3a. ☐ It includes the project name and tracking code.

3b. ☐ The names of personnel are listed on the budget sheet, ☐ along with their titles.

3c. ☐ Staff salary rate time hours are calculated correctly.

3d. ☐ Staff fringe is calculated correctly.

3e. ☐ Indirect costs are correctly figured, for both grant funds and match.

3f. ☐ An explanation of what the indirect costs include is added to the bottom of the budget sheet.

3g. ☐ Mileage rate is consistent with the amount in the RFP from which the project was funded.

3h. ☐ For supply charges, there is a list of specific supplies.

3i. ☐ Volunteer committees/groups are listed under Contractual (not Staff).

3j. ☐ The Cost-Share total on the budget form equals the total on the BMP Cost-Share Form, OR equals one or more contractual line items equals the cost on the BMP form.

3k. ☐ The budget adds correctly across all columns and down each column.

3l. ☐ Total grant cost and match costs are consistent with:

3m. ☐ The grant award (check against award letter).

3n. ☐ The original match/grant percentage in the proposal.

3o. ☐ Verify that the sources of match listed are all eligible.

3p. ☐ Check the list of ineligible costs in the relevant RFP, and there are no ineligible charges included.

TIP: Use the online Contract Budget Form at www.michigan.gov/deqnps; Under Grant Recipient Information, click on Grantee Tools: Developing contracts.

4. Update/Develop the BMP form so that: ☐ NA

- 4a. ☐ Form includes the project name and tracking code.
- 4b. ☐ Site(s) listed are consistent with those in the work plan.
- 4c. ☐ Dollar amounts add correctly across the form.
- 4d. ☐ Dollar amounts add correctly down the form.

TIP: Use the online BMP Form at www.michigan.gov/deqnps; Under Grant Recipient Information, click on Grantee Tools: Developing contracts.

5. Update/Develop the Timetable so that it:

- 5a. ☐ Includes the project name and tracking code.
- 5b. ☐ Is consistent with the tasks in the work plan.
- 5c. ☐ Includes a feasible start date for the project, considering the timeframe of the grantee organization to get a contract signed, plus 2 weeks (on average) for the DEQ signature.
- 5d. ☐ Includes time for DEQ review and approval of draft products. ☐ NA
- 5e. ☐ Includes 9 weeks for DEQ review and approval of engineered plans. ☐ NA
- 5f. ☐ Includes up to 9 weeks for DEQ review and approval of any QAPPs. ☐ NA

6. Other:

- 6a. ☐ Checked to ensure the project name is used consistently on the project description, work plan, timetable and budget and that all include the tracking code.
- 6b. ☐ Submitted a Contractor's Qualifications Form to the PA so the PA can approve each contractor in the budget. (If unknown, grantees must submit during the course of the project). ☐ NA
- 6c. ☐ Submitted proof of an audit if not provided with the grant application. ☐ NA

TIP: Submit your modified project description, work plan, timetable, budget, BMP form (where applicable), and Contractor's Qualifications Form (where applicable) to your DEQ PA electronically as one complete package. The DEQ PA will ensure the package is reviewed by DEQ financial analysts, so do not send the package directly to the financial analyst.